



AGENDA
COUNCIL MEETING
4040 S. BERKELEY LAKE RD.
BERKELEY LAKE, GEORGIA 30096
FEBRUARY 16, 2023

7:00 PM Work Session | 8:00 PM Formal Session

Citizens are encouraged to offer comments on issues of concern as agenda items are reached and at the end of the meeting for all other issues. Please limit citizen comments to 2 minutes. Longer citizen comments are welcome in writing and will be added to the official record of this meeting.

WORK SESSION

CALL TO ORDER

AGENDA

CONSENT AGENDA

- a) Minutes of January 19, 2023, Council Meeting

OLD BUSINESS

NEW BUSINESS

- a) Comprehensive Plan Update 2024 – Memorandum of Agreement with Atlanta Regional Commission

EXECUTIVE SESSION *(if needed)*

CITIZEN COMMENTS

ADJOURNMENT

Requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of the City of Berkeley Lake government should be made at least five days prior to the event by contacting the ADA Coordinator at 770-368-9484.



COUNCIL MEETING
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
DRAFT MINUTES
JANUARY 19, 2023

ATTENDANCE

Mayor: Lois Salter

Council Members: Rodney Hammond, Scott Lee, Chip McDaniel, and Rebecca Spitler

City Officials: Leigh Threadgill - City Administrator

Dick Carothers – City Attorney

Members of the Public: 1

Members of the Press: 0

WORK SESSION

The mayor and council reviewed the meeting agenda and materials with staff.

CALL TO ORDER

Salter called the meeting to order at 8:01 PM. A quorum of council members was in attendance.

AGENDA

Salter solicited motions regarding the agenda.

Hammond made a motion to accept the agenda as submitted. McDaniel seconded the motion. All council members were in favor and the motion passed.

CONSENT AGENDA

Salter noted the following as items on the consent agenda and solicited a motion:

- a) Minutes of December 1, 2022, Council Meeting
- b) Financial Statements of November 2022 – Unaudited
- c) Finance: 2022 Audit Engagement Letter – James L. Whitaker, P.C.

Lee made a motion to approve all items on the consent agenda. Spitler seconded the motion. All were in favor and the motion passed.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

a) Code of Conduct Affirmation

Salter: The next item of new business is the agreement this group made with each other years ago wherein we would annually recall to our attention the code of conduct we worked together to create. We want to annually affirm that. The code requires that it be brought before council annually and asks each council member to ratify the Code of Conduct anew at that time.

Code of Conduct

- a) The City of Berkeley Lake adopts by reference, as if fully set forth herein, the provisions of OCGA 45-10-1 and Section 2.14 of the City of Berkeley Lake Charter. Any conflict between local ordinance and state statutes and/or the charter shall be resolved in accordance with the provisions of state statute and the charter.
- b) It is the policy of the City of Berkeley Lake to observe the highest standards of public conduct, considering the roles of both elected and appointed city officials to be primarily that of a trustee of the public's resources. Consequently, this code seeks to establish criteria and guidelines that will encourage all city officials to serve others, not themselves; to use resources with efficiency and economy; to treat all people fairly; to use the power of their positions only for the well-being of constituents; and to create an environment of honesty, openness and integrity.
- c) Public officials and employees of the city shall treat all citizens with courtesy, impartiality, fairness, and equality under the law, and shall avoid both actual and potential conflicts of interest between their private self-interest and the public interest.
- d) The following are found to be ethics violations in the City of Berkeley Lake and are prohibited:
 - 1) Coercing or attempting to influence persons outside a public meeting by offering to exert the power and resources of their position to achieve a private objective;
 - 2) Making commitments, implicitly or explicitly, that the city will take actions the council has not agreed to;
 - 3) Accepting gifts or favors with a value of more than \$50, or multiple gifts with a cumulative value of \$100 from any single source, from persons regulating and conducting business with the city;
 - 4) Disclosing confidential information from closed meetings without the prior authorization of the mayor and council;

- 5) Requesting, using or permitting the use of any publicly-owned or publicly-supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of a member of the mayor and council, except as otherwise provided by law;
 - 6) Engaging in private employment with, or rendering services in exchange for compensation for, any entity that has business transactions with the city, unless full disclosure of the nature and extent of such employment or services has been made;
 - 7) Appointing or voting for the appointment of any person related to the individual by blood, marriage or adoption to fill an office, position, employment, or duty, when the salary, wages, pay, or compensation is to be paid out of public funds;
 - 8) Making remarks in a public meeting that are personally disparaging or reflect negatively on the character of others (rather than expressing a different point of view), or allowing others to do the same;
 - 9) Failing to vote on all matters lawfully coming before a member of the city council or a commission appointed by the city council without stating a reason for doing so.
- e) In the interests of advancing efficient, transparent and good government, the following activities shall be required:
- 1) City council members and commission members appointed by the city council will announce the details of ex parte contacts and communications prior to any action on a matter which was the subject of the ex parte contact/communication;
 - 2) Presiding officers of city meetings shall not permit personally disparaging remarks or comments that reflect negatively on the character of others (rather than expressing a different point of view), and shall declare such persons out of order;
 - 3) To avoid the appearance of impropriety, any member of the mayor and council or commission member appointed by the mayor and city council determined to have a conflict of interest or a potential conflict of interest shall leave the room for the entire duration of the deliberations and actions on the matter;
 - 4) Persons wishing to speak at public meetings must first be recognized by the chair or presiding officer;
 - 5) Council members who communicate, by whatever means, policy positions, opinions, or city-related recommendations which are not the official position of the city shall clarify that their communications speak only for themselves and are not the official position of the city;
 - 6) Violations of the city's codes of ethics witnessed by members of the governing body will be reported to the mayor (or mayor pro tem in the event the mayor is the subject of an alleged violation);
 - 7) The city's ethics ordinances shall be reviewed annually by the mayor and council.
- f) Hearings and Determinations: Upon the sworn complaint of any person alleging facts, which if true would constitute a violation of this code, the mayor and council shall conduct a public

hearing at which the accused shall be given the opportunity to be heard, either personally or through counsel. At the conclusion of said hearing, the mayor and council shall, in written findings of fact and conclusions based thereon, make a determination concerning the propriety of the conduct of the official or appointee in question.

Spitler made a motion to ratify the code of Conduct for 2023. Hammond seconded the motion. All were in favor. The motion passed signifying that each council member has personally ratified the Code of Conduct.

b) Election of Mayor Pro Tem

Lee nominated Spitler to fulfill the duties of mayor pro tem for 2023. McDaniel seconded the nomination. All were in favor and the motion passed.

c) Mayoral Appointments

City Administrator, City Clerk & Election Superintendent
Court Clerk and Deputy City Clerk
City Treasurer
City Marshal/Ordinance Enforcement Officer
City Attorney
Solicitor
City Auditor
City Building Inspector
Municipal Judge
Pro Hac Vice Judge
Planning & Zoning Commissioner
City Engineer
Georgia Piedmont Land Trust Board Member

Leigh Threadgill
Lila Hunter
John Pendleton
Rob Hiller
Dick Carothers
Angela Couch
James Whitaker
Craig Lokey
Charles Barrett
Margaret Washburn
Rand Kirkus
Greg Sistrunk
Rebecca Spitler

Neighborhood Liaisons

Berkeley Walk and Berkeley Commons
Berkeley Field and Habersham on the River
BLHA and River Mansions
Miramont and Hermitage Plantation
River District and Commercial Areas

Rodney Hammond
Chip McDaniel
Scott Lee
Rebecca Spitler
Bob Smith

Committees

Conservancy (Liaison – Rebecca Spitler)

Susan Hanson – Chair
Kaye Berg
Louise Gabron
Jim Gawlas
Sue Swanson

Financial Affairs (Liaison – Bob Smith)

John Pendleton – Chair
Calvin Grier
Dorris Hollingsworth
Ron Mechling
John Small

Arts Committee (Liaison – Chip McDaniel)
Chris Kimberley – Chair
Janine Brinton
Scott Brown
Mikal Kitchens
Ginny Nevins

Park Committee (Liaison – Leigh Threadgill)
Amy Voss – Chair
Lisa Ribeiro
Casey Case
Phyllis Tatgenhorst

Spitler made a motion to approve the Mayoral appointments for 2023. Hammond seconded the motion. All were in favor and the motion passed.

d) R-23-01: Set general election and qualifying dates and fees; appoint superintendent

Threadgill: *It's an election year and, as you may recall, the Georgia Election Code requires each municipal governing authority, by February 1st of an election year, to set and publish the qualifying fees and appoint the superintendent that will oversee the election. This year, terms for mayor and council seats currently held by Lois Salter, Bob Smith and Rebecca Spitler expire. This resolution sets the qualifying fees at the statutory three percent of annual compensation, in other words, \$150.00 for mayor and \$27.00 for council seats. The resolution also establishes the qualifying period to be Monday August 21st – Wednesday August 23rd during the hours of 9 AM and 4 PM. Finally, this resolution appoints me as election superintendent in accordance with state law.*

Spitler made a motion to adopt R-23-01, a resolution to set general election qualifying dates and fees and to appoint Leigh Threadgill to the position of municipal Election Superintendent. Lee seconded the motion. All were in favor and the motion passed.

e) Human Resources: Pay-Scale Adjustment

Threadgill: *After looking at the most recent (2021) wage and salary numbers compiled by the Department of Community Affairs and adjusting for cost-of-living increases over the past two years, I have proposed a pay scale adjustment and believe these ranges are more suitable to attracting and retaining talented employees in the current market. In addition, a new classification has been added, customer service representative, in the event that in the coming year it is necessary to hire an additional staff person.*

Hammond made a motion to approve the pay-scale adjustment. Spitler seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

Gary Volino, 380 Lakeshore Drive, asked if there was a list of SPLOST and ARPA projects, and, if so, where to find it. Salter responded that ARPA monies are being spent on stormwater

infrastructure and buying a property. Salter encouraged Volino to schedule a meeting with Threadgill for further information. Volino asked about the fence ordinance and indicated he didn't see that published but that he may just not know how best to find the information and that his purpose is to stay informed. Threadgill explained that prior to adoption draft ordinances are posted on the website with the agenda and other agenda packet information and that after adoption posted on the website under recently passed ordinances. She explained that the fence ordinance was to address aesthetic concerns and privacy fencing that resulted in limited views into properties which created a code enforcement challenge. Volino stated that if he understood he was glad it was passed. Volino asked for an update on the Ryerson work. He stated that he had been monitoring it and it looked like there is no activity. Salter responded that Threadgill, Carothers and the City Engineer met with Peachtree Corners and Gwinnett County to discuss the plans for protecting downstream of the Ryerson repairs. She stated that effort is ongoing and very thorough on our part. Volino noted that there is a big difference in the amount of rain we're getting and is glad money is being spent on watershed activities. There is a lot of erosion happening. He asked again about the stormwater projects and whether paying attention to the agendas would be the way to stay informed. Threadgill stated that projects, often called task orders, are included on agendas. McDaniel clarified that often a number of small projects are bundled together because mobilization costs are so high. There is often one large appropriation and approval process. Spitler stated that the projects are itemized. Volino asked about how to get involved in committees. Salter explained that she circulates something in the Mayor's Message asking for volunteers to sit on committees.

ADJOURNMENT

There being no further business to discuss, Spitler moved to adjourn. McDaniel seconded the motion. All were in favor and the motion passed.

Salter adjourned the meeting at 8:18 PM.

Submitted by:

Leigh Threadgill, City Clerk

**DEVELOPMENT OF LOCAL COMPREHENSIVE PLAN
AGREEMENT**

THIS AGREEMENT is made and entered into as of this _____ day of _____, 2023 by and between the Atlanta Regional Commission (ARC) of Atlanta, Georgia, and the City of Berkeley Lake, a political subdivision of the State of Georgia.

WITNESSETH:

WHEREAS, Regional Commissions were created by the State of Georgia in order to assist local governments on a regional basis and to develop, promote, and assist in establishing coordinated and comprehensive planning in the state; and

WHEREAS, as the Regional Commission for the 11-county Atlanta Region, ARC has been mandated to undertake certain regional responsibilities under the Georgia Planning Act of 1989 (as amended), and does agree to perform prescribed services to local governments; and

WHEREAS, the City of Berkeley Lake is required to update its Local Comprehensive Plan by February 28, 2024, according to the schedule set by the Georgia Department of Community Affairs (DCA); and

WHEREAS, the City of Berkeley Lake has requested assistance from ARC to update its Local Comprehensive Plan under the requirements set by the Minimum Standards and Procedures for Local Comprehensive Planning found in Chapter 110-12-1 of the Rules of the DCA, under the Georgia Planning Act (as amended); and

WHEREAS, ARC and the City of Berkeley Lake believe it is mutually beneficial for both parties that the City of Berkeley Lake, as part of the ARC, maintains its Local Comprehensive Plan; and

WHEREAS, ARC agrees to provide assistance for development of the City of Berkeley Lake's update of its Local Comprehensive Plan;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. Duties of the ARC. In addition to those services outlined in Attachment A: Scope of Work, attached hereto and incorporated by reference herein, ARC agrees to perform the following services:
 - a. Provide a project manager to coordinate with local government staff and ensure that the project is moving forward in a timely manner.
 - b. Attend Project Management Team meetings with local government staff.
 - c. Update the Community Vision/Goals Element from the existing Comprehensive Plan if requested.
 - d. Update the Needs and Opportunities Element from the existing Comprehensive Plan.

- e. Update the Land Use Element from the existing Comprehensive Plan, if requested.
 - f. Update the Broadband Element from the existing Comprehensive Plan.
 - g. Review any adopted HUD Consolidated Plan, Local Comprehensive Transportation Plan (CTP), Regional Transportation Plan/Transportation Improvement Program (RTP/TIP), Economic Development Plan, and other plans as needed, and integrate same with applicable elements of the Comprehensive Plan as appropriate.
 - h. Provide input on the Report of Accomplishments and the new five-year Community Work Program developed by local government staff.
 - i. Provide input on the Capital Improvement Element (CIE) Annual Update developed by local government staff (only applicable if the community has an approved CIE).
 - j. Present at, attend, or support the two (2) DCA-required public hearings (one at kick-off and one prior to transmittal for regional and state review), if requested.
 - k. Facilitate a maximum of two (2) Steering Committee meetings, one (1) to be held in-person and one (1) to be held virtually.
 - l. Facilitate a maximum of one (1) public engagement event, to be held either in-person or virtually and, if at all possible, attached to an existing/scheduled community event.
 - m. Provide an online public engagement portal and/or survey, hosted by ARC, to solicit plan input, if requested.
 - n. Provide language for official public hearing notices, if requested.
 - o. Provide advertisement and other public involvement materials, if requested.
 - p. Prepare the final plan document and other supporting materials and provide all project files to the local government.
 - q. Complete any plan revisions required by DCA following its state review process.
 - r. Complete a maximum of two (2) rounds of plan revisions or edits requested by the local government project manager, outside of any revisions required by DCA following its state review process.
2. Duties of the City of Berkeley Lake. In addition to those duties outlined in Attachment A: Scope of Work, the City of Berkeley Lake agrees to perform the following duties:
- a. Provide a staff point of contact throughout the process, to coordinate with ARC staff and ensure that the project is moving forward in a timely manner.
 - b. Ensure the staff point of contact participates as a member of the Project Management Team and attends Project Management Team meetings with ARC staff.
 - c. Complete a Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan.
 - d. Develop a new five-year Community Work Program, with ARC input.
 - e. Develop a Capital Improvement Element (CIE) Annual Update (only applicable if the community already has an approved CIE), with ARC input.
 - f. Provide ARC a list of Steering Committee members, which must include a member of the governing authority (elected official) and representative of the local economic development community.
 - g. Provide a schedule for Steering Committee meetings, with ARC input.
 - h. Promote public awareness of the plan development process, including timely notice of, and invitations to, Steering Committee and public meetings.

- i. Provide locations for Steering Committee and public meetings that have heat/air conditioning, water, and electricity.
- j. Provide any food or beverages desired by the local government for Steering Committee and public meetings.
- k. Post timely notice of, and conduct, public hearings as required by the City of Berkeley Lake's existing procedures.
- l. Provide timely notice to ARC of local government meetings that ARC staff should attend.
- m. Provide ARC with submittal deadlines for relevant City of Berkeley Lake boards and committees at the beginning of the process.
- n. Ensure that the following timelines are met, for ARC to guarantee that the City of Berkeley Lake will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA:
 - i. Schedule a date for the First Required Public Hearing, as defined at Ch. 110-12-1-.04(1)(a) of the Minimum Standards and Procedures for Local Comprehensive Planning, within thirty (30) days of the signing of this Agreement (note that the meeting itself does not have to occur within those 30 days).
 - ii. Identify and confirm Steering Committee members within thirty (30) days of the signing of this Agreement.
 - iii. Schedule both Steering Committee meetings within thirty (30) days of the signing of this Agreement (note that the meetings themselves do not have to occur within those 30 days).
 - iv. Complete and provide to ARC staff a Report of Accomplishments, showing the current status of each item in the Community Work Program from the existing Comprehensive Plan, within thirty (30) days of the signing of this Agreement.
 - v. Accompany or host ARC staff on a tour (walking, biking or driving, as appropriate) of key areas of the community within forty-five (45) days of the signing of this Agreement.
 - vi. Schedule the Second Public Hearing, as defined at Ch. 110-12-1-.04(1)(c) of the Minimum Standards and Procedures for Local Comprehensive Planning, on a date that provides sufficient time for the City of Berkeley Lake to transmit the final draft Plan Update to ARC to begin the regional and state review process, no later than January 8, 2024.
 - vii. Ensure that any presentation(s) by ARC staff at the above-mentioned First and Second Required Public Hearings, take place first on the hearing or meeting agenda.

3. Time of Performance, Amendments, Modifications.

- a. This Agreement shall become effective upon execution by both parties and remain in effect until the completion of the project or termination by of the parties as provided below. Notwithstanding anything to the contrary herein, in no event shall the term of this Agreement exceed two (2) years from the effective date.

- b. Either party may terminate this Agreement upon thirty (30) days' written notice to the other parties, provided that the party requesting termination has provided notice and sufficient opportunity for remedy.
- c. Either party may request changes to this Agreement at any time by written notice to the other party's signatory of this Agreement. Such changes as are mutually agreed upon by and between the parties shall be incorporated in written amendments to this Agreement and executed in the same manner as this Agreement. This Agreement may only be modified by an instrument in writing executed by the City of Berkeley Lake and ARC. Notwithstanding the foregoing, the City of Berkeley Lake and ARC acknowledge that this Agreement may be revised or refined from time to time during its term. The parties agree to cooperate with each other by executing such documents as may be necessary to evidence such mutually agreeable modifications and refinements.

4. Rights in Documents, Materials, and Data Produced.

For the purposes of this Agreement, 'data' includes, but is not limited to, writings, sound recordings, photographs, films, videotapes, or other graphic representations and works of a similar nature. The City of Berkeley Lake and ARC shall have the right to use same without restriction or limitation and without compensation to the other parties of the Agreement.

5. COVID-19 Precautions.

To ensure the safety of ARC staff and stakeholders with whom ARC engages during the planning process, ARC project managers shall work with local government staff to create public outreach and engagement techniques that follow all U.S. Centers for Disease Control and Prevention (CDC) guidelines. This shall apply to meetings, hearings, gatherings, and any other public engagement activities included in the plan development process.

6. Indemnity.

The City of Berkeley Lake shall hold harmless and indemnify ARC, its officers, directors, and employees from and against losses, reasonable attorney's fees and costs, that may be based on any injury to persons or property caused by the negligent performance of services under this Memorandum of Agreement by the City of Berkeley Lake or any person employed by City of Berkeley Lake.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement as of the date first above written.

Atlanta Regional Commission (ARC)

Attested, Assistant Secretary

Anna Roach, Executive Director

Witness:

The City of Berkeley Lake

Municipal Clerk

Hon. _____, Mayor

Approved as to Form:

Recommended:

City Attorney

Approved:

Attachment A: ARC Comprehensive Plan Services Scope of Work

Pursuant to the Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1), a Regional Commission is required to prepare a **Basic Comprehensive Plan** for a local government upon request, during the community's regular planning due date cycle, at no additional cost to the community.

Per the Minimum Standards and Procedures at section 110-12-1-.02(7)(b) specifically, the Regional Commission is available to prepare the four core elements of the plan (i.e., the Community Goals, Needs and Opportunities, Broadband Element, and Community Work Program), or an alternative plan of similar or lesser complexity agreed upon under the alternative planning requirements outlined in section 110-12-1-.02(6).

Based on the foregoing, ARC will produce/provide the following for local governments, to constitute a **Basic Comprehensive Plan**.

- A Project Manager for the project
- Attendance at Project Management Team meetings
- Updates to the existing Community Vision/Goals from the existing Comprehensive Plan, if requested
- An analysis of the Needs and Opportunities facing the community, using ARC resources, local data, and input from community stakeholders
- An updated Land Use Element with Character Areas or standard future land use classifications, if requested
- An updated Broadband Element
- Review and analysis of any adopted HUD Consolidated Plan, Local Comprehensive Transportation Plan, Regional Transportation Plan/Transportation Improvement Program, Economic Development Plan, and other plans as needed, for integration into Comprehensive Plan Update as appropriate
- Input on the Report of Accomplishments and the new five-year Community Work Program developed by local government staff
- Input on the Capital Improvement Element (CIE) Annual Update developed by local government staff (only applicable if the community already has an approved CIE)
- Presentations/support/attendance at the two (2) required public hearings (one at kick-off and one prior to transmittal for regional and state review), if requested
- Facilitation of a maximum of two (2) steering committee meetings, one (1) to be held in-person at a location provided by the local government and one (1) to be held virtually
- Facilitation of a maximum of one (1) public meeting, to be held either in-person at a location provided by the local government or virtually and, if at all possible, attached to an existing/scheduled community event
- An online public engagement portal and/or survey hosted by ARC, if requested
- Language for official public hearing notices, if requested
- Advertisement and other public involvement materials to meet the above requirements
- The final plan document and other supporting materials from the process

- Any plan revisions required by DCA following its state review
- A maximum of two (2) rounds of revisions or edits requested by the local government project manager, outside of any revisions required by DCA following its state review process
- Assurance that the local government meets its DCA-designated Qualified Local Government (QLG) deadline if (a) the request for assistance is made to ARC in writing at least 12 months before the QLG deadline and (b) other key deadlines, as outlined below, are met

To ensure that the plan meets the needs of the local government and DCA's requirements, the local government requesting this service will be responsible to produce/provide the following:

- A dedicated and responsive point of contact throughout the process, to coordinate with ARC staff and ensure that the project is moving forward in a timely manner
- Local government staff attendance at Project Management Team meetings
- A Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan
- A new five-year Community Work Program, with ARC input
- A Capital Improvement Element (CIE) Annual Update (only if the community already has an approved CIE), with ARC input
- A list of stakeholders for inclusion on the required Steering Committee, including a member of the governing authority (elected official) and representative of the local economic development community
- A schedule for Steering Committee meetings, with ARC input
- Public awareness, notice and invitations to Steering Committee and public meetings
- Locations for public meetings that have heat/air conditioning, water, and electricity
- Any food or beverages desired by the local government for Steering Committee and public meetings
- Posting of notices of public hearings as required by the community's existing procedures
- Timely notice to ARC of local government meetings that ARC staff should attend
- Notice to ARC, at the beginning of the process, of submittal deadlines for relevant local government boards and committees
- Assurance that the following timelines are met, for ARC to guarantee that the Local Government will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA:
 - Schedule a date for the First Required Public Hearing, as defined at Ch. 110-12-1-.04(1)(a) of the Minimum Standards and Procedures for Local Comprehensive Planning, within thirty (30) days of the signing of this Agreement (note that the meeting itself does not have to occur within those 30 days).
 - Identify and confirm Steering Committee members within thirty (30) days of the signing of this Agreement.
 - Schedule both Steering Committee meetings within thirty (30) days of the signing of this Agreement (note that the meetings themselves do not have to occur within those 30 days).

- Complete and provide to ARC staff a Report of Accomplishments, showing the current status of each item in the Community Work Program from the existing Comprehensive Plan, within thirty (30) days of the signing of this Agreement.
- Accompany or host ARC staff on a tour (walking, biking or driving, as appropriate) of key areas of the community within forty-five (45) days of the signing of this Agreement.
- Schedule the Second Public Hearing, as defined at Ch. 110-12-1-.04(1)(c) of the Minimum Standards and Procedures for Local Comprehensive Planning, on a date that provides sufficient time for the City to transmit the final draft Plan Update to ARC to begin the regional and state review process, no later than September 1, 2023.
- Ensure that any presentation(s) by ARC staff at the above-mentioned First and Second Required Public Hearings, take place first on the hearing or meeting agenda.

Note: The scope of work provided by ARC, as outlined above, exceeds the requirements of the Minimum Standards and Procedures for Local Comprehensive Planning at section 110-12-1-.02(7)(b), which stipulates that the Regional Commission must prepare the four core elements of the plan (i.e., the Community Goals, Needs and Opportunities, Broadband Element, and Community Work Program), or an alternative plan of similar or lesser complexity agreed upon under the alternative planning requirements outlined in section 110-12-1-.02(6).

Note: If the local government seeks to use consultants during the update, ARC will coordinate only with the primary local government contact and will only provide the items listed above to the local government.

Note: To ensure the safety of ARC staff and stakeholders with whom ARC engages during the planning process, ARC project managers will work with local government staff to create public outreach and engagement techniques that follow all federal, state and local guidelines. This will apply to meetings, hearings, gatherings, and any other public engagement activities included in the plan development process.